

Team A Meeting  
January 5, 2004

In attendance: DCS (team leader)  
XYG  
SJF

Item 1: Regular Scheduling

A. January 5-9

XYG: Powders, OT=VM  
SJF: Powders, QC/QA meeting 1/7/04  
DCS: Powders (trafficking), OT=VM, QC IR's, MS System 6

B. January 12-16

XYG: Powders, OT=VM, QC balances  
SJF: Powders, MS System 6  
DCS: Powders (trafficking), OT=VM, QC IR's, MS System 4

C. January 19-23

XYG: Powders, OT=VM  
SJF: Powders & VM  
DCS: Powders (trafficking), OT=VM, QC IR's, MS System 6

D. January 26-30

XYG: Powders, OT=VM  
SJF: Powders, MS System 6  
DCS: Powders (trafficking), OT=VM, QC IR's, MS System 4

Item 2: Weekend OT

Two Saturdays were selected for weekend OT: January 10<sup>th</sup> and 24<sup>th</sup>.  
DCS will open lab at 6:45am both days.

Item 3: MLK Holiday

Room 363 will be open on January 19<sup>th</sup> (Martin Luther King, Jr. holiday)  
with at least 2 members being present.

Item 4: Miscellaneous

DCS will put in order to have 1 burnt out light bulb in room 363 replaced.  
DCS will 'hunt down' and check the status of the painting request placed  
in November 2003.